



Date: January 8, 2016

DPH Numbered Memo 16-01

Jan. 2016

To: All EMS Professionals



From: Wisconsin Emergency Medical Services Section

## First Responders as Members of a Legal Crew

2015 Wisconsin Act 113 was enacted on November 12, 2015. This legislation allows for a First Responder to be part of a legal EMS crew based on the population of the EMS service area.

Wisconsin ambulance service providers should contact the Wisconsin EMS Office for assistance in adding certified first responders to the roster. The Department of Health Services will ensure that first responders are in WARDS, as members of a legal crew. Ambulance service providers will need to update and submit an operational plan to appropriately reflect the new crew configuration, including the population of the largest single municipality, as defined by Wis. Stat. § 5.02 (11). Below is the process the Wisconsin EMS office will use to update operational plans and add first responders to their service's roster.

### Process for populations of less than 10,000

- The ambulance service provider must submit a current operational plan to the EMS Office, reflecting the new crew status. In addition, the operational plan must address the responsibilities described in Wis. Admin. Code § DHS 110.34.
- When the operational plan is approved by the EMS Office, an official letter will be sent to the ambulance service provider, notifying it that the plan has been approved. Once approved, the ambulance service provider can then notify the certified first responders to complete the Local Credentialing Agreement (LCA) process to be added to the roster and to WARDS.
- Once the LCA is approved, the first responder can participate with the EMS service as part of the legal crew.

**Process for populations from 10,000 to 20,000**

- The ambulance service provider must submit a current operational plan to the EMS Office reflecting the new crew status. In addition, the operational plan must address the responsibilities described in Wis. Admin. Code § DHS 110.34.
- The ambulance service provider must complete the Waiver of Administrative Rule form (F-00569) and submit it to the EMS Office.
- The following required documentation should be submitted with the [Waiver of Administrative Rule for Licensure](#) form (F-00569):
  - Proof that the ambulance service provider has undertaken efforts to recruit and train emergency medical technicians capable of being licensed.
  - Proof that emergency medical technicians are not available in sufficient numbers for staffing of the ambulance service provider.
  - Documentation that without a waiver, the municipality that the ambulance service provider serves is unable to meet staffing requirements for ambulances that require two emergency medical technicians on every service call.
- When the operational plan is approved by the EMS Office, an official letter will be sent to the ambulance service provider, notifying it that the plan has been approved. Once the plan is approved, the ambulance service provider can then notify the certified first responders to complete the Local Credentialing Agreement (LCA) process to be added to the roster and to WARDS.
- Once the LCA is approved, the first responder can participate with the EMS service as part of the legal crew.

The Wisconsin EMS Office will assist you in making these changes to your EMS crew. If you have any questions or concerns, please contact the EMS Office by calling 608-266-1568 or email [dhsemssmail@dhs.wisconsin.gov](mailto:dhsemssmail@dhs.wisconsin.gov).